



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Maintenance Worker I</b>	
<b>DEPARTMENT:</b>	<b>Public Works Department</b>	
<b>REPORTS TO:</b>	<b>Maintenance Supervisor</b>	<b>DATE: June, 2009</b>
<b>EMPLOYEE UNIT: AFSCME</b>		<b>Supersedes: September, 2006</b>
<b>FLSA EXEMPT:</b>	<b>No</b>	

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**JOB SUMMARY:** Under direct supervision of the Maintenance Supervisor, performs a variety of labor and skilled work in the maintenance of streets, parks, street medians, storm drains and related facilities; performs related work as required.

**CLASS CHARACTERISTICS:** The Maintenance Worker I is an entry level class in the maintenance series. This class requires individuals with an aptitude for street and park maintenance work, good physical condition, and a willingness to learn with the opportunity to obtain skills in a variety of maintenance areas. This class is distinguished from the Maintenance Worker II class in that the Maintenance Worker II is the journey level class of this series who are fully competent to independently perform a number of assigned tasks skillfully and safely, operate equipment, vehicles and power tools as a regular responsibility, and serve as a lead on work projects and crews.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with Senior Maintenance Workers and the Maintenance Supervisor, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

- 1 Perform a variety of labor and skilled work to maintain streets, catch basins, storm drains, culverts, ditches, parks, athletic fields, play facilities, medians, trees, and varied landscaped areas around City buildings.
- 2 Operate equipment and power and hand tools to perform various park and street maintenance duties.
- 3 Remove trash and debris from catch basin and clear storm drains.
- 4 Perform street sign maintenance and pavement marking, including installation of new signs.
- 5 Perform minor sidewalk repair by grinding, filling or replacement.

- 6 Trim trees over sidewalks and streets for pedestrian and vehicle clearance.
- 7 Maintain street medians including plants and irrigation.
- 8 Remove spills, debris and litter from street right-of-ways, parks, street medians and other areas adjacent to City facilities.
- 9 Prepare athletic fields for organized use.
- 10 Install and maintain sprinkler systems.
- 11 Maintain and repair play structures, restrooms, and other facilities associated with parks.
- 12 Trim trees, prune shrubs, and annual plantings, mow turfs, sweep walkways and leave park and play areas in a clean and orderly condition.
- 13 Install landscaping and upgrade existing planted areas.
- 14 Water and fertilize planted areas.
- 15 Answer inquiries from citizens regarding work performed.
- 16 Assist other maintenance crews in emergency situations.
- 17 Maintain accurate records of work performed
- 18 Assist other maintenance crews in emergency situations.
- 19 Spray for pesticide control following specific instructions.
- 20 Operate and maintain a variety of street construction and maintenance equipment, including a backhoe/loader, skid/steer, motor grader and pavement roller, initially in a training or relief capacity.
- 21 Make minor repairs and adjustments to tools and equipment used.
- 22 Make limited repairs to street surfaces. May make larger repairs when crew is available.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Graduation from high school or equivalent.

**Licenses & Certificates:**

1. Possess a Class A driving permit in conformance with adopted City driving standards within six months from date of hire and possession of a valid California Class A driver's license within one year from date of hire.
2. Successfully complete a Pulmonary Function Test and be certified to wear a respirator at time of hire.

**Other Requirements:**

1. Must be willing to work out of doors in various weather conditions.
2. Work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes when assigned to stand-by duty.
3. Respond to emergencies on a 24-hour stand-by basis.
4. Must be physically capable of performing heavy physical labor, including lifting materials and equipment weighing up to 50 pounds.

**Knowledge of:**

1. Use and care of common hand tools.
2. Safety practices pertaining to the work.
3. Basic shop arithmetic.
4. Basic street and park maintenance practices and methods.

**Skill in:**

1. Following oral and written instructions.
2. Dealing tactfully and effectively with the public.
3. Providing outstanding customer satisfaction (internally and externally).

**Ability to:**

1. Perform physical labor and operate tools and machinery.
2. Perform duties using various types of personal protective equipment.
3. Perform a variety of park and street maintenance work, including operating various types of equipment.
4. Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must regularly lift and/or move up to 50 pounds of equipment over rough outdoor terrain. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 5% indoors and 95% outdoors; travel is required.
2. The work environment indoors is usually in a temperature-controlled office.
3. While performing the duties of this job outdoors, the employee often works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.